

Important Information

*The New
Department
Library is Here!*

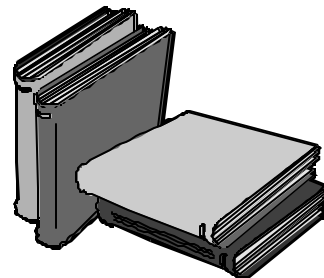
*Tips and Tricks
for Maintaining
your Department
Library*

*Finding Your
Way Around the
Department
Library*

MIRS Bulletin

May 1999

The New Department Library is Here!



A MIRS Department Library is now accessible to all Report Writers at your department. With this new enhancement, you can quickly and easily share your MIRS reports and defines. This means you don't need to keep multiple copies of reports and defines in each Report Writer's library in case you are unavailable and someone else needs to run your reports.

The new Department Library looks and functions just like your Personal Library. We have provided several helpful hints in this bulletin to help you transition to the new library.

We are very pleased to offer this new feature and hope you will find it helpful in satisfying your departmental management reporting needs.

ADDING REPORTS TO YOUR DEPARTMENT LIBRARY

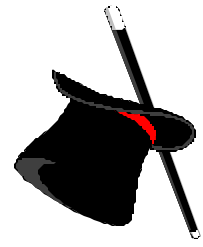
You have two options to initially populate your new Department Library:

1. Call a MIRS Consultant to request the ENTIRE library of one Report Writer at your department be copied into your Department Library. If you choose this option, make sure this library is as "clean" as possible by deleting any unneeded reports.
2. Report Writers can decide which reports to copy, and then copy those reports from their own library to the Department Library. See page 4 for instructions on copying reports to the Department Library.

SPECIAL THANKS

A Special Thanks goes to our system programmers, Aziz Alsagoff and Dennis Dittman, for all their hard work and efforts in developing this great new feature!!

Tips and Tricks for Maintaining



*** * * * *** **IMPORTANT** *** * * * ***

All modifications to Departmental Library reports (i.e., edits and deletes) will permanently change and/or delete the reports.

Tips on Organizing a Department Library

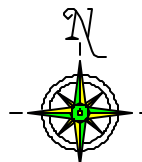
- Develop internal procedures for adding, modifying and deleting reports/defines within the Department Library, and make sure everyone is aware of them and follows them.
- The reports/defines stored in the Department Library should be those that all MIRS Report Writers at your department need to access or share.
- MIRS Report Writers should be responsible for updating the reports they create and maintain in the Department Library.
- Each MIRS Report Writer should add his/her name to the comment statement (-*) at the top of the report so that other Report Writers know who is maintaining it and who to contact with questions about the report.

Tricks & Tools for Working with a Department Library

- You can copy a Department Library report to your Personal Library to preserve the original report and allow for modifications as necessary.
- To identify who last modified a report, check the library statistics screen (F6, option #3). The person's userid will display in the right-hand column.
- One-time reports should be stored in your Personal Library, not the Department Library.
- Be aware of whether you are in your Personal Library or the Department Library by checking the name on the screen.
- When running reports, MIRS will first read your Personal Library, then the Department and finally the Common Library (maintained by SCO). If you have a report that is named the same in your Personal and Department Library, MIRS will read and run the report stored in your Personal Library, not the Department Library.
- Periodic clean-up is necessary since space is limited.

Finding Your Way

AROUND THE DEPARTMENT LIBRARY



To Enter your Department Library

- ◆ Log onto MIRS. Notice the FOCEXEC PROCESSING PANEL is now identified as the **PERSONAL** FOCEXEC PROCESSING PANEL.

F1=Help F2=Create F3=Exit F4=Search F6=Options F7=Up F8=Down F9=Refresh



PERSONAL FOCEXEC PROCESSING PANEL

Cmd:	B Browse	C Copy	D Delete	E Edit
	P Print	R Rename	S Submit (batch)	X EXec (online)
Cmd	Name	Description of Process		
—	ADMIN1	THIS REPORT IS FOR TIM BARBER AND ED MCDONALD		
—	AGE	THIS IS GOLDEN HANDSHAKE REPORT		
—	AGECEMD	THIS IS CONFIDENTIAL AGE 50 PLUS		
—	ALLEN1	THIS REPORT SUMS ALL TEMP HELP AND PERM INT FUNDS		
—	ALLEN2	THIS REPORT SUMS ALL TEMP HELP AND PERM INT FUNDS		
—	ALLEN3	No description was found on line 1 of EXEC.		
—	ALLEN4	THIS REPORT SUMS ALL BLANKET FUNDS FOR A SPECIFIED		
—	ALLEN5	USE THIS REPORT TO FIND EMPLOYEES WITH OVERTIME HO		

- ◆ Press the F6 key to see the MIRS Options Selection Menu. Press number 7 and ENTER to switch to the DEPARTMENT FOCEXEC PROCESSING PANEL.

MIRS Options Selection Menu		
Option >	7	Description
FOCUS	1	Invoke a FOCUS environment
COMMON	2	Copy/Browse Common FOCEXECs
STATS	3	Display library statistics
COMPRESS	4	Compress FOCEXEC library
PRINTERS	5	Printer Selection Menu
DEPARTMENT	6	Copy/Browse Department FOCEXECs
SWITCH	7	Switch to DEPARTMENT FOCEXEC PANEL
F3 to Cancel		

- ◆ You are now in the Department Library. Notice this panel is identified as the **DEPARTMENT** FOCEXEC PROCESSING PANEL. You may use this library just like your Personal Library. You can create new procedures, edit existing procedures, delete procedures, etc. You may also copy procedures from your Personal Library to the Department Library and vice versa.

F1=Help F2=Create F3=Exit F4=Search F6=Options F7=Up F8=Down F9=Refresh

DEPARTMENT FOCEXEC PROCESSING PANEL

Cmd: B Browse C Copy D Delete E Edit
P Print R Rename S Submit (batch) X EXec (online)

Cmd	Name	Description of Process
—	DELOC	DEFINE LOCATION IN THE CURRENT STATUS FILE.
—	DENISE2	No description was found on line 1 of EXEC.
—	DEROSTER	DEFINE ROSTER ASSIGNMENTS
—	DIVC	DIVISION FILE FOR CURRENT (UNIT); DIV
—	DIVH	DIVISION FILE FOR HISTORY (HUNIT); DIVH
—	DIV1	DIVISIONS W/IN ADMIN & EXEC
—	DPA98013	THIS PROCEDURE PREPARES TWO SETS OF MEMOS TO NOTI
—	EDNA01	ETHNICITY REPORT WITHIN CLTTL
—	EDNA02	ETHNICITY REPORT WITHIN DIVISION
—	ETHRPT8	PRIOR TO EXECUTING THIS REPORT, TYPE IN THE FOLLOWING
—	FALLOW	No description was found on line 1 of EXEC.

You have now switched to the Department library.

To copy a procedure from your Personal Library to the Department Library

- ◆ From the DEPARTMENT FOCEXEC PROCESSING PANEL, press the F6 key to see the MIRS Options Selection Menu. Press number 6 and ENTER to Copy/Browse Personal FOCEXECs.

MIRS Options Selection Menu		
Option >	6	Description
FOCUS	1	Invoke a FOCUS environment
COMMON	2	Copy/Browse Common FOCEXECs
STATS	3	Display library statistics
COMPRESS	4	Compress FOCEXEC library
PRINTERS	5	Printer Selection Menu
DEPARTMENT	6	Copy/Browse Personal FOCEXECs
SWITCH	7	Switch to Personal FOCEXEC PANEL
F3 to Cancel		

- ◆ Notice that the top of the screen contains your userid, identifying this as your Personal Library. Continue to copy procedures exactly as you would if you were copying from the Common Library.

MEMBER LIST PD.CSFOCUS.USERID.FOCEXEC

Command ==>

	Name	VV MM	Created	Changed	Size	Init	Mod	ID
_	ADMIN1	01.03	98/04/19	98/12/19 09:14	10	10	0	USERID
_	AGE	01.01	99/01/06	99/01/06 16:28	22	18	0	USERID
_	AGECEMD	01.04	98/12/19	98/12/29 08:19	47	45	0	USERID
_	ALLEN1	01.02	98/11/04	98/12/19 15:31	12	12	0	USERID
_	ALLEN2	01.05	99/03/21	99/04/01 11:21	21	21	0	USERID
_	ALLEN3	01.08	98/02/28	98/12/19 10:17	29	22	0	USERID
_	ALLEN4	01.12	98/02/28	99/04/01 12:11	14	14	0	USERID
_	ALLEN5	01.01	98/11/04	98/11/04 09:14	112	99	0	USERID

- ◆ You may copy procedures from the Department Library into your Personal Library using the same process (beginning in your Personal Library). In this case, the top of the screen will contain the identifier DEPTXX (where XX indicates the first two characters of your userid).

To Return to your Personal Library

- ◆ To return to your Personal Library, press the F6 key to see the MIRS Options Selection Menu. Press the number 7 and ENTER. You will return to the PERSONAL FOCEXEC PROCESSING PANEL. Note: If you press the F3 key, you will be logged out of MIRS.